

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☒ UNCLASSIFIED

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Dept. for Children and Families		9. Position No. K0233502	10. Budget Program Number 29505		Agency Number
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Human Services Specialist		
3. Division East Region			12. Proposed Class Title		
4. Section PPS Support Services	For  Use  By  Personnel  Office	13. Allocation			
5. Unit IV-E Eligibility Unit		14. Effective Date			
6. Location (address where employee works) City and County are Negotiable within the East Region City: County:		15. By	Approved		
7. (circle appropriate time) X Full time      X Perm.      Inter. Part time      Temp.      % Regular	Office	16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM To: 5:00 PM		17. Audit Date: By: Date: By:			
					Position Number

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

**Name**

**Title**

**Position Number**

**Tammy J. Johnson**

**Human Services Supervisor**

**K0229706**

Who evaluates the work of an incumbent in this position?

**Name**

**Title**

**Position Number**

**Tammy J. Johnson**

**Human Services Supervisor**

**K0229706**

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This employee is given the latitude to perform tasks within the timeframe of policy manuals, clarification, Federal and State regulations and area procedures. Goals and objectives are established for this position by the supervisor. State and local training will be provided to assist the employee in learning policy and procedures. Unit meetings, conferences and reports will be used to provide and evaluate goals, results and performances.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
40%	E	<p><b>Eligibility Determination</b></p> <ul style="list-style-type: none"> <li>• Accurately and timely determines initial and on-going eligibility of all children who come into State custody for federal IV-E funding and medical eligibility within their assigned caseload. This task will require analyzing, interpreting, and applying numerous complex policies and regulations to the situation. Assess and verify information obtained from family and other sources. Implements federal (IV-E) or State (GA) funding guidelines for foster care, JJA and Indian Tribal cases.</li> <li>• Investigates customer's circumstances through the use of available computer information systems, research of records provided by customers and community sources to gain adequate information to make eligibility decisions.</li> <li>• Utilizes fundamental accounting principles and general understanding of legal terminology and principles to analyze, quantify and apply policy.</li> <li>• Apply all current Federal and State rules and regulations regarding Title IV-E eligibility funding which will require a high degree of concentration for the purpose of maximizing Federal Financial Participation.</li> <li>• Receives and analyzes information from other agency staff, stakeholders, courts and other sources to update and re-determine eligibility.</li> <li>• Complete applications for DCF to become the representative payee on all foster care children in DCF custody receiving social security benefits. This will include maintaining on-going management regarding SS benefits with the Social Security Administration and processing allowable expenditures from the WARDS system.</li> </ul>
40%	E	<p><b>Caseload/Workload Management</b></p> <ul style="list-style-type: none"> <li>• Organizes and manages caseload/workload using computer and manual information systems, alerts, system data and reports. Plans, implements and updates time management strategies to ensure the quality, quantity and timely completion of job duties.</li> <li>• Establish and maintain files containing all necessary documentation to support eligibility according to established policy.</li> </ul>

10%	M	<ul style="list-style-type: none"> <li>• Coordinates the transfer of files to other DCF service centers as needed.</li> <li>• Provide monthly status reports documenting activities directly related to all assigned caseload/workload duties.</li> <li>• Establishes and maintains custodianship files. Assess and verify all information to determine continued eligibility</li> </ul> <p><b>Communication/Documentation</b></p> <ul style="list-style-type: none"> <li>• Maintains clear and timely records of eligibility for programs provided by DCF. Maintains IV-E/JJA database. Inputs FACTS information into the system and generates a FACTS face sheet.</li> <li>• Prepares files for case reads and audits.</li> <li>• Works in partnership with other agency staff to research, analyze and resolve issues related to eligibility determinations.</li> <li>• Develops and maintains a good working relationship with all agency staff and community resources.</li> <li>• Actively participates in the regional quality assurance process to assure the accuracy of eligibility determinations and redeterminations.</li> <li>• Participates in the Peer Review process.</li> </ul>
10%	M	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Completes agreed upon tasks that are not specifically outlined in the position description but are important to the mission and vision of the agency, the Region and our consumers.</li> <li>• Actively and regularly participates in supervisory conferences and unit meetings.</li> <li>• Is responsible for individual learning by attending and participating in the agency related trainings specified in the Regional training plan, agency PPM revisions and other workshops to enhance skills as negotiated with the supervisor.</li> <li>• Assists direct supervisor when providing training related to eligibility determinations and required supporting documentation to DCF staff.</li> <li>• Other duties as assigned by the direct supervisor.</li> </ul>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Name**

**Title**

**Position Number**

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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (X) Major program failure, major property loss, or serious injury or incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Employee with have daily contact with other agency personnel, contract agency staff and staff from other community agencies to gather or verify information in determining eligibility. There will be very little contact with customers receiving services.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Work environment involves normal everyday hazards or discomforts.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of personal computer, 10 key calculator, telephone, copy machine and fax machine. Daily use of word processing and database software, KAECSSES, FACTS, CASIMS and MMIS mainframe systems. Use of a car required for travel in and around the East Region and the State.

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### **PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

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Education or Training - special or professional

Required: Four years of experience in interviewing, investigating, compiling information, documentation of decisions, interpreting guidelines and/or providing technical assistance relevant to the agency's programs. Post-secondary education may be substituted for experience as determined relevant by the agency.

Preferred: Experience determining financial eligibility and experience with child welfare services.

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Licenses, certificates and registrations

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Special knowledge, skills and abilities

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Experience - length in years and kind

Required: Four years of experience in interviewing, investigating, compiling information, documentation of decisions, interpreting guidelines and/or providing technical assistance relevant to the agency's programs. Post-secondary education may be substituted for experience as determined relevant by the agency.

Preferred: Experience determining financial eligibility and experience with child welfare services.

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date